

Staff training: Completing a CPOMS incident form effectively and consistently

Code: SS010

Introduction

This training session reiterates the importance of effective record keeping for all staff and outlines the key expectations of high quality records. It aims to ensure that staff fully understand the importance of consistency in the quality of all incidents submitted.

Many schools may have organised the set-up of their system some time ago and staff may never have received specific training. Our consultant offers an interactive session with several examples shared as learning points.

Attendees: This training is suitable for:

All staff who are in contact with children and are expected to record incidents on CPOMS, including:

- Designated safeguarding leads and senior leaders
- Teachers, pastoral staff, admin, teaching assistants, first aiders, caretakers, lunchtime staff
- Family support officers, welfare staff, attendance officers, school counsellors

Learning Outcomes:

By the end of the training, participants will be aware of:

- Their responsibilities in relation to recording safeguarding incidents
- The importance of recording incidents, impact and actions effectively on CPOMS
- When follow up action is required
- What to consider when recording
- The importance of choosing the correct category to ensure data is correct

We advise that schools refresh staff annually on the expectations of record keeping within

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credits	POA